



REPLY TO
ATTENTION OF:

DEPARTMENT OF THE ARMY
INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, U.S. ARMY GARRISON ALASKA AND FORT RICHARDSON
724 POSTAL SERVICE LOOP #6000
FORT RICHARDSON, ALASKA 99505-6000

IMPC-FRA-MW

15 October 2007

MEMORANDUM FOR Directorate of Morale, Welfare and Recreation (DMWR), 724
Postal Service Loop #4800, Fort Richardson, Alaska 99505-4800

SUBJECT: United States Army Garrison Alaska Distinguished Visitor Policy for Seward
Military Resort (Policy #USAG-AK-22)

1. Reference Army Regulation, 215-1, Morale, Welfare, and Recreation Activities and
Nonappropriated Fund Instrumentalities, dated 1 Dec 05.

2. Purpose and Scope:

a. Establish the framework for management and operation of a percentage of
lodging facilities for Distinguished Visitors (DVs) at the Seward Military Resort. The
Seward Resort facilities allocated for DVs are operated by the DMWR Seward Resort
staff in cooperation with the Protocol Office.

b. For the purpose of this policy a distinguished visitor (DV) is defined as an O6, E9,
YC-3, GS-15 or above.

3. Policy: Seward Military Resort is responsible for managing and overseeing the
operations of all lodging located at the Seward Military Resort. The Protocol Office acts
on behalf of the United States Army Alaska (USARAK) Commanding General by
providing support to USARAK and United States Army Garrison Alaska (USAG Alaska)
DVs. One townhouse will be primarily used for the lodging needs of DVs, and will be
set aside for DV use not less than 48 hours in advance. Once a townhouse has been
released (inside 48 hours) and reserved by another customer, it will not be available for
exclusive DV use.

4. Responsibilities:

a. Seward Military Resort.

(1) Resort lodging managers are responsible for managing and operating the
townhouse identified for DVs. Management activities include day-to-day operations,
issuing guidance, resourcing, inspecting the townhouse, and has the authority to ensure
adherence to all established Army regulations, requirements, and standards.

(2) Seward Resort lodging personnel will support, cooperate and assist Protocol
personnel, as required, in providing quality lodging support to DVs. Upon request by a

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protocol representative, Seward Resort staff will reserve a townhouse in the name of the guest provided by the Protocol office.

(3) Seward Resort lodging is responsible for the DV reservation system and to ensure that one townhouse is available up to 48 hours in advance.

(4) If Protocol has not scheduled a DV visit 48 hours prior, the townhouse set aside for DVs will be rented by the resort on a day to day basis until Protocol has scheduled another DV visit.

(5) Initially, normal room rates apply to the DV townhouses.

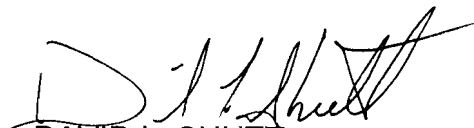
b. Protocol Office.

(1) Protocol office will support and is responsible for all standard requirements of scheduled DVs during their stay in Alaska.

(2) Protocol personnel may act as the liaison between DVs and Seward Resort lodging personnel as required.

(3) Protocol is responsible for timely notification of impending DV travel to the Seward Resort.

5. The point of contact for this memorandum is Mr. Scott Bartlett, Resort Manager, Seward Alaska, (907) 224-2659.


DAVID L. SHUTT
COL, AR
Commanding

DISTRIBUTION:
USARAK CofS
USARAK Protocol
USAG Alaska DMWR
Manager, Seward Military Resort